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***BY ORDER OF THE COMMANDER
934th AIRLIFT WING (AFRC)***



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Supply

USAF SUPPLY MANUAL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement extends the guidance of AFMAN 23-110V2CD, 1 March 1998. Upon receipt of CD revisions, this supplement will only be revised if text changes occur in chapters supplemented.

SUMMARY OF REVISIONS

This supplement reflects the paragraph references of the new manual and combines all the AFMAN 23-110V2 supplements into one.

AFMAN 23-110, Volume 2CD is supplemented as follows:

Part 2**Chapter 2****CHIEF OF SUPPLY (COS) ORGANIZATION AND RESPONSIBILITIES**

2.32.2.3. Procedures and Standardization will schedule the surveillance on each section.

2.34.1. All requests for locally assigned exception codes and phrase records and procedures for assignment, control, and deletion are controlled by the supply procedures unit and supplemented in the appropriate chapters.

2.36.4. A copy of all Special Interest Items (SII) will be sent to each flight affected by the cover letter. A reply is required within (5) days. Follow up action will be taken if not received. A copy of SII's will be attached to the in-house surveillance checklist.

2.59.4.6.3. At the Chief of Supply's option, annual reconciliation of technical order files is not required.

Part 2**Chapter 7****USAF SUPPLY MANUAL CLEARING CUMULATIVE REJECTS**

7.9.2.4. The rejects will not be cleared at the lowest level due to the best use of on-line computer time. Procedures unit will clear all rejects upon receipt from flights with reason why.

Part 2**Chapter 10****RECEIPT PROCESSING**

10.34.3. Pilferable Items. Signatures are not required on pilferable items when they are moved within supply.

10.37.2. Local Purchases Discrepancies Reporting will be as follows:

10.37.2.1. (Added)(934AW) The Receiving Section in Base Supply will complete 934 AW Form 5, **Local Purchase Discrepancy**, in four (4) copies when a discrepancy is noted.

10.37.2.2. (Added)(934AW) The Receiving Section will contact Base Contracting by telephone informing them of the discrepancy. The date and the Contracting individual contacted will be annotated on 934 AW Form 5.

10.37.2.3. (Added)(934AW) The Receiving Section will distribute 934 AW Form 5, as follows:

10.37.2.3.1. (Added)(934AW) Copy 1: Maintained with property in discrepancy holding area.

10.37.2.3.2. (Added)(934AW) Copy 2: Forwarded to Base Contracting for corrective action.

10.37.2.3.3. (Added)(934AW) Copy 3: Filed in the Local Purchase open file folder.

10.37.2.3.4. (Added)(934AW) Copy 4: Filed in the Local Purchase discrepancy file in purchase order sequence.

10.37.2.4. To ensure discrepancies are promptly corrected, the Receiving Section will contact Base Contracting on a weekly basis for all outstanding local purchase discrepancies.

10.37.2.5. (Added)(934AW) Form Prescribed: 934 AW Form 5, **Local Purchase Discrepancy**.

Part 2
Chapter 11
ISSUE SYSTEMS

SECTION A: ISSUE PROCEDURES.

11.3.1. Routine issue requests for items that are not catalogued will be submitted to Demand Processing Unit by the requestor using a completed DD Form 1348-6, **DOD Single Line Item Requisition System Document** (Manual - Long Form). A DD Form 1348-6 will not require an AF Form 2005, **Issue/Turn-in Request**. Card columns 1-80 at the top portion of DD Form 1348-6 will be filled out by the requester.

11.4.1.2. Control numbers for issue documents for Activity Code P, R and X will be assigned by Demand Processing or Equipment Section.

Demand Processing	ISU		0001-0099
*Pharmacy	ISU	R	0100-0199
CEMAS	ISU	R	4800-4999
Routing (Non-EAID)	ISU	P	0500-0599

Part 2
Chapter 12
DUE-OUT/RELEASE/CANCELLATION/VALIDATION

12.16.3.1. Urgency of Need A and B due-outs for a cancellation request will be taken by telephone and must be followed up by a written request from the organization.

Part 2
Chapter 13
TURN-IN PROCEDURES

13.34.1. Post-Post TIN option is used by 934th Airlift Wing.

13.35.1.1. Use AF Form 601, **Equipment Action Request** for turn-ins.

Attachment E-4, 3.1.1. Submit AF Form 2005, **Issue/Turn-In Request** to Allowance and Authorization Element.

Part 2
Chapter 14
STORAGE AND ISSUE

14.9.1 The Storage and Issue Element will process an inquiry after they input the FCS. This location ensures the inquiry information is accepted and the correct information is available to make a warehouse bin label.

Part 2
Chapter 15
SHIPMENTS

Attachment A-1. Coordinate with the Operational Support Officer and Chief of Supply for the locally assigned Shipment Exception Code as follows:

<u>CODE</u>	<u>ENC</u>	<u>EXCEPTION PHASE</u>	<u>ECC CARD REQUIRED</u>
D		Ship to FB2039 (FHB)	Yes
E		Ship to FB2049 (FFB)	Yes
F		Ship to FB4613 (DWZ)	Yes

Part 2
Chapter 18
DOCUMENT CONTROL

Section A--Routine Document Control Procedures

*18.12.2.2. When automated CTH Daily Document list contains a "D", destroy the source document and mark off daily list. Documents are held on file for 15 days, then destroyed.

*18.15.6. Weekly, use the automated document control system to run the delinquent document listing.

Part 2
Chapter 19
STOCK CONTROL

Attachment F-3. Coordinate with the Operational Support Officer and Chief of Supply for the locally assigned Excess Exception Code as follows:

<u>CODE</u> <u>REQUIRED</u>	<u>ENC</u>	<u>EXCEPTION PHASE</u>	<u>ECC</u> <u>CARD</u>
B		LP Gases-Do Not Excess (A5)	Yes

Part 2
Chapter 22
EQUIPMENT MANAGEMENT

22.12. Equipment transactions will be processed within 15 working days.

Part 2
Chapter 23
RETAIL OUTLET LINE ITEM ACCOUNTING

*23.4.2. Control numbers for issue, due-out, and turn-in documents for activity code P, are assigned by the retail outlets as follows:

Individual Equipment:	ISU	P	Machine Assigned
	DUO	P	1500-1899
	TIN	P	1900-1999

23.4.7. The Materiel Storage and Distribution Flight Chief approves requests to stock or remove items from retail outlets.

23.12.1. One checkout counter is used.

23.17.1. Individual equipment issue (IEU) personnel will review FSG 84 items. If an item is not normally stocked in IEU, the request will be stamped "Not Stocked by IEU Order Through Demand Processing".

23.21.1. (1-3). The IEU will file copies 1 and 2 of DD Form 1348-1, **DOD Single Line Item Release/Receipt Document**, DOE in suspense file. Give copy 3 to Document Control with the estimated delivery date for monitoring the delinquent documents. Place copies 1 and 2 with the property in the holding location. Hold all property and suspense documents for three (3) Unit Training Assemblies for pickup by the individual. If the property is not picked up within this period, it will be turned in to stock.

Part 2
Chapter 24
REPAIR CYCLE SUPPORT SECTION

24.60.1. Formal Time Compliance Technical Order (TCTO) Reconciliations are strongly encouraged; however, if the volume of active TCTOs doesn't warrant a formal meeting, the Repair Cycle personnel will walk this listing (TCTO Kit Reconciliation) through the Materiel Storage and Distribution Branch Chief and the Maintenance Control Officer for their signature in lieu of a formal meeting. Ensuring the Maintenance Control Officer understands what he/she is signing. At the option of either the Maintenance Officer or the Materiel Storage and Distribution Branch Chief, a formal meeting can be called.

24.60.4. The TCTO reconciliation meeting will be held on an "as required basis." The Operations Support Office or representative will be present. The Operations Support Officer will chair the meeting and will determine the attendance required for Supply. The Maintenance Officer will select personnel to represent Maintenance.

Part 2
Chapter 26
WAR RESERVE MATERIEL

26.42.1.1. The units will use a Mobility Bag Inventory System (MBIS) to inventory bags.

Part 2
Chapter 27
RESEARCH AND RECORDS MAINTENANCE

Section B--Research and Processing Actions Required to Assign Stock Numbers to Non-Cataloged Items.

27. Since Contracting receives copies of DD Form 1348-6 for all local purchase requests, Base Supply will not maintain a separate temporary file of local purchase requests. A permanent file for NF items will be maintained and purged using FID transactions from the DO4, Daily Document Register.

Attachment B-2.1. DD Form 1348-6, **NON-NSN Requisitions**.

BLOCK 5. An AF Form 2005, **Issue/Turn-In Request**, is not required when submitting a DD Form 1348-6. Blocks 1 through 5 of the DD Form 1348-6 will be completed by the requesting activity in the same format as card column 1 through 80 of an AF Form 2005.

Section C--Records Maintenance General Procedures.

27.41.3.1.2. For new item loads, a printout of Fedlog from research computer or AF Form 1991, **General Purpose Creation**, will be filed in order by the first digit of the stock number after right hand corner is annotated with date of input of FIL transaction. File will be purged when new M14 is received.

Part 2
Chapter 32
CONTINGENCY PROCESSING

32.4.2. In Phase I, accept and process all routine receipts for bulk property. This property will have a tote designation of DOI.

32.22.2.1. Attachment B-1 and Supply Wartime Planning and Execution Guide will be used for specified DPE processing and functional tasks for wartime use unless supplemented by the Computer Support Base or HQ AFRC.

Part 13
STANDARD BASE SUPPLY CUSTOMER'S GUIDE

1.21. Responsibility: All individuals assigned to the Materiel Storage and Distribution Flight/Pharmacy will ensure that all guidelines in this supplement will be adhered to when handling and processing hazardous materiel.

1.22. General: All hazardous property coming on base will be processed through the Base Supply Receiving Element and placed in the Pharmacy hold area. The Pharmacy personnel will separate and store materiel according to AFR 69-9, *Storage and Handling of Hazardous Material*, (soon to be AFJMAN 23-209) requirements.

1.22.1. When Pharmacy customers request materiel through the Pharmacy, free issue will be checked, if available, the materiel will be issued at no charge to the organization account. If the requested materiel is not available, the Pharmacy will create an issue from stock or establish a due out.

*1.22.2. Each using organization will maintain an approved AF Form 3952 for hazardous property that the organization can maintain within their area. This form, based upon user requirements will be determined by the organization and SGPB and approved by SGPB, SE and CEV prior to the organization maintaining the property. The organization and SGPB will maintain a copy of the listing.

*1.22.3. The Pharmacy will maintain the Air Force Management Information Systems (EMIS) that will identify when property was issued to an activity.

*1.4. The Base Supply Customer Liaison Office is established as a single point of contact for

customer assistance such as complaints or questions. Address initial inquiries regarding supply problems to the Customer Liaison Office. The customer service unit contact points within the Chief of Supply organization (FB/FP6633) are listed in Attachment 1, Customer Service Contact Points. Customers located off base, but within the toll free phone area, may contact this office by dialing "713" and extension listed in attachment 1.

*1.7. 934 AW Form 4, **Appointment of Equipment Custodian** should be added to forms table.

1.9. Use attachment 2, Request for Organization Account Code to format to request change, or delete an Organization Account Code.

1.11.1. Force Activity Designators (FAD) assigned to the 934 AW is in attachment 3, Force Activity Designators (FAD) Assigned to the Base Activities

3.14. Following the instructions for preparing a DD Form 1348-6, **DoD Single Line Item Requisition System Document**, Non-NSN Requisitions (Figure 3-3), with the following exceptions: Do not submit an AF Form 2005, **Issue/Turn-In Request**, with the DD Form 1348-6. Requester will fill out columns 1 through 80 at the top of the DD Form 1348-6 with the same information contained in card columns 1 through 80 on the AF Form 2005.

4.4.2.1. The collection/pickup points are as follows: Civil Engineer Materiel Control, Aircraft Maintenance Materiel Control, and Vehicle Maintenance Materiel Expediter.

*4.4.2.4. Base Supply delivery personnel will pick up property daily. Flight Chiefs will call to arrange for pickup of large items.

4.5.2. Use AF Form 2005 to turn-in equipment items that are not on the custodial CRL (Non-EAID).

4.7.1. Refer to the 934 AW Hazardous Waste Management Plan for unserviceable hazardous material.

4.7.3. All property being turned-in initially by the organizations and after the Pharmacy has been established, will be handled in the same manner. Property being turned into the Pharmacy will be placed on the free-issue shelves and when Pharmacy customers request these items, the free-issue shelves will be checked for the property prior to issuing out from regular Pharmacy stock. If there is requested property on the free-issue shelves, then the property will be pulled and given to the requesting organization without charge to their account. However, the Pharmacy will still track the free-issue property until unused containers are returned to the Pharmacy.

5.4. Non-MICAP due-out updates may be accomplished by a written request or by telephone. If the update is requested by telephone, it must be followed-up by letter/listing to Stock Control.

5.6.6. Non-MICAP cancellation requests that are not annotated on the review/validation listing, or made by written request may be called in to Base Supply but will be followed by letter/listing from the requester. If an item cannot be canceled due to the due-in/shipped status, Base Supply will provide the requester a written reason why the item cannot be canceled.

7.6.4. (Added)(934AW). Request you inspect all local purchase items you receive. If you find any local purchase item damaged or missing, you will have seven (7) days to contact the Customer Liaison Element.

*8.5.1.7. All appointment/changes of equipment/weapons custodians will be using a 934 AW Form 4, **Appointment of Equipment Custodian**, in two copies or by letter containing all information required on the 934 AW Form 4 and sent to the 934 LSS Operations Support Flight (LGSC). The Operations Support Flight will maintain a file for each account which will be updated each time an account is established, deleted, or when there is a change of equipment custodian/alternate or other data, such as the date the equipment custodian training was completed. Units with mobility assets on their equipment account must appoint a Deployed Equipment and Home Station Custodian when mobility assets are deployed for mobility exercises, inspections, or actual deployment. Newly appointed custodians will report to 934 LSS Management and Systems Flight (LGSP) for required equipment training before assuming custodial responsibility. When a unit appoints a new primary equipment custodian, the unit will request from LGSC, a Custody Account/Customer Receipt Listing (CA/CRL) to transfer custodial responsibility from the former primary equipment custodian to the newly appointed equipment custodian. Commanders of functions to which an account is assigned will ensure they notify by letter the Chief of Supply when an individual is relieved from authority to receipt for property.

8.41.1. Preprinted labels for placement on custodian files (TAB A-F) are available in the Equipment Management section/ LGSO/Bldg 801.

8.59.(Added)(934AW) Form prescribed: 934 AW Form 4, **Appointment of Equipment Custodian**.

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Commander

Attachments

1. Customer Service Contact Points
2. Request for Organization Account Code
3. Force Activity Designators (FAD) Assigned to the Base Activities

CUSTOMER SERVICE CONTACT POINTS

<u>FUNCTION</u>	<u>OFFICE SYMBOL</u>	<u>PHONE NUMBER</u>	<u>BLDG NO</u>
CHIEF OF SUPPLY	LGS	X1541	801
MANAGEMENT AND SYSTEMS FLIGHT/ DOCUMENT CONTROL AND ADMINISTRATION	LGSP	X1542	801
Procedures & Standardization		X1494	801
Training/Customer Liaison		X1543	801
Supply System		X1532	801
Distribution O&M		X1544	801
DLR Funds/Funds/Analysis		X1496	801
HAZMET PHARMACY	LGSH	X1157	814
HAZMAT Pharmacy Site Administrator		X1158	814
OPERATION SUPPORT FLIGHT	LGSO	X1530	801
Demand Processing/Research		X1497	801
Equipment Management		X1495	801
Materiel Management/Munitions/Requisitions/Requirement s		X1537	801
Mission Capability Management		X1538	801
Local Purchase/Stock Control		X1529	801
Records Maintenance/Routine		X1497	801
MATERIEL STORAGE AND DISTRIBUTION FLIGHT	LGSD	X1547	801
Inspection Section/Munitions		X1547	801
Receiving Section		X1548	801
Bench Stock Support		X1535	801
Repair Cycle Support		X1547	801
Pickup/Delivery		X1548	801
Storage & Issue		X1534	801
Special Assets (RSP, Weapons)		X1536	803
Individual Equipment		X1533	801
FUELS MANAGEMENT FLIGHT	LGSF	X1545	606
Quality Control & Inspection		X1539	606
Fuels Operation/Distribution		X1539	606
Fuels Management		X2639	606

REQUEST FOR ORGANIZATION ACCOUNT CODE

MEMORANDUM FOR _____

FROM: _____

SUBJECT: Request for Organization Account Code

Request an organization account code be established for this organization in accordance with AFMAN 23-110, V2, Pt 13, Ch 1, para 1.9:

- | | | |
|-----|-------------------------------------|-----------------------------|
| a. | Organization Code: | (M) |
| b. | System Designator: | (M) 2 position code |
| c. | Organization Identification Code: | (M) Must have 12 positions |
| d. | Organization Title: | (M) Not exceed 22 positions |
| e. | Type Organization Code: | (M) |
| f. | Force Activity Designator: | (M) |
| g. | Delivery Destination: | |
| h. | Zip Code (9digit) | |
| i. | Equipment Authorization Flag: | (O) |
| j. | Off-Base Flag: | (O) |
| k. | Bench Stock Stockage Days: | (O) |
| l. | Parcel Post/Freight Address: | (M) Not exceed 22 positions |
| m. | ALN Number | (M) 4 position code |
| n. | Bench Stock Override Print Flag: | (O) |
| o. | CAMS Flag | |
| p. | Project FMR Code: | (M) |
| q. | Bench Stock Consolidated Org Code: | (O) |
| r. | Bench Stock Consolidated Shop Code: | (O) |
| s. | Cost Center Code: | (M) Must be 6 positions |
| t. | AWP Delivery Destination: | (O) |
| u. | CAMS ID Code | |
| v. | FAD Override Indicator | |
| w. | ICMB Maintenance Activity: | (O) |
| x. | All Authorized Shop Codes: | (O) |
| y. | Using Command Code: | (O) |
| z. | Your Telephone Number: | (M) |
| aa. | Your Building Number: | (M) |

FORCE ACTIVITY DESIGNATORS (FAD) ASSIGNED TO THE BASE ACTIVITIES

<u>ORGANIZATIONS</u>	<u>ACCOUNT</u>	<u>FAD</u>
934th Aircraft Maintenance	806, 808, 809, 810, 811, 812 814, 817, 891, 846, 874	2
96th Airlift Squadron	803, 843, 859, 848, 881	2
934th Logistics Support Squadron	836,861*	5
934th Security Police Squadron	818,827,857*	5
934th Communication Flight	804,877,878,835*, 896,852	4
Rothe Communications	893	4
934th Support Group	802, 805, 820, 823, 826, 832, 833, 840, 841, 842, 844, 855, 871, 876*, 882, 883, 884, 885, 886, 887, 888, 892	5
934th Airlift Wing Fuel Recovery	870	5
934th Civil Engineer Squadron	813, 856*	5
934th Airlift Wing	800, 801, 816, 862, 863, 868, 854*, 838, 867	5
934th Aeromedical Staging Squadron	819, 860*	5
Det 410, AFROTC (St Thomas)	850, 894	5
Det 415, AFROTC (U of M)	849, 851	5
342d USAF Recruiting	853, 869, 889	5
934th Aeromed Evac Squadron	847, 864	5
342d USAF Rctg (Comm Equip)	889	5
Navy Reserve Readiness Command	873	5
AFOSI, Det 12	879	4
Minnesota Wing, CAP	890, 831, 845	5
27th Aerial Port Squadron	895, 866*	2
934th Logistics Group	815, 824, 834, 837, 825, 829, 858, 870, 880, 881, 973	5
934th Operation Support Flight	821, 828*	2
Defense Investigative Service	807	5
934th Services Flight	830, 839, 865, 872*, 899	5

NOTE: *All Chemical Warfare Defense Equipment accounts are FAD 2.